

Before Starting the Project Application

To ensure that the Project Application is completed accurately, ALL project applicants should review the following information BEFORE beginning the application.

Things to Remember:

- Only Collaborative Applicants may apply for CoC Planning funds using this application, and only one CoC Planning application may be submitted during the FY 2018 CoC Program grant competition.
- Additional training resources can be found on the HUD Exchange at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>
- Program policy questions and problems related to completing the application in e-snaps may be directed to HUD the HUD Exchange Ask A Question
- Project applicants are required to have a Data Universal Numbering System (DUNS) number and an active registration in the Central Contractor Registration (CCR)/System for Award management (SAM) in order to apply for funding under the Continuum of Care (CoC) Program Competition. For more information see the FY 2018 CoC Program NOFA.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2018 CoC Program NOFA, including the General Section Technical Correction, and all requirements and criteria met.
- Detailed instructions can be found on the left menu within e-snaps. They contain more comprehensive instructions and so should be used in tandem with the instructions found on each individual screen
- Before completing the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps.
- HUD reserves the right to reduce or reject any new or renewal project that fails to adhere to 24 CFR Part 578 and application requirements set forth in the FY 2018 CoC Program NOFA.

1A. SF-424 Application Type

1. Type of Submission:

2. Type of Application: CoC Planning Project Application

If Revision, select appropriate letter(s):

If "Other", specify:

3. Date Received: 09/12/2018

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier

6. Date Received by State:

7. State Application Identifier:

1B. SF-424 Legal Applicant

8. Applicant

a. Legal Name: Howard County Government

b. Employer/Taxpayer Identification Number (EIN/TIN): 52-6000965

	c. Organizational DUNS:	102547127	PLUS 4	
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d. Address

Street 1: 9830 Patuxent Woods Drive

Street 2:

City: Columbia

County: Howard

State: Maryland

Country: United States

Zip / Postal Code: 21046

e. Organizational Unit (optional)

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application

Prefix: Ms.

First Name: Michelle

Middle Name: Lee

Last Name: Hippert

Suffix:

Title: CoC Manager

Organizational Affiliation: Howard County Government

Telephone Number: (410) 313-5971

Extension:

Fax Number: (410) 313-6424

Email: mhippert@howardcountymd.gov

1C. SF-424 Application Details

9. Type of Applicant: B. County Government

10. Name of Federal Agency: Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Title: CoC Program

CFDA Number: 14.267

12. Funding Opportunity Number: FR-6200-N-25

Title: Continuum of Care Homeless Assistance Competition

13. Competition Identification Number:

Title:

1D. SF-424 Congressional District(s)

14. Area(s) affected by the project (state(s) only): Maryland
(for multiple selections hold CTRL+Key)

15. Descriptive Title of Applicant's Project: Planning FFY18

16. Congressional District(s):

a. Applicant: MD-007, MD-006, MD-003

b. Project: MD-007, MD-006, MD-003
(for multiple selections hold CTRL+Key)

17. Proposed Project

a. Start Date: 07/01/2019

b. End Date: 06/30/2020

18. Estimated Funding (\$)

a. Federal:

b. Applicant:

c. State:

d. Local:

e. Other:

f. Program Income:

g. Total:

1E. SF-424 Compliance

19. Is the Application Subject to Review By State Executive Order 12372 Process? b. Program is subject to E.O. 12372 but has not been selected by the State for review.

If "YES", enter the date this application was made available to the State for review:

20. Is the Applicant delinquent on any Federal debt? No

If "YES," provide an explanation:

1F. SF-424 Declaration

By signing and submitting this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

I AGREE: ☒

21. Authorized Representative

Prefix: Mr.

First Name: Allan

Middle Name: H.

Last Name: Kittleman

Suffix:

Title: County Executive

Telephone Number: (410) 313-6400
(Format: 123-456-7890)

Fax Number: (410) 313-6424
(Format: 123-456-7890)

Email: cmattis@howardcountymd.gov

Signature of Authorized Representative: Considered signed upon submission in e-snaps.

Date Signed: 09/12/2018

1G. HUD 2880

Applicant/Recipient Disclosure/Update Report - Form 2880
U.S. Department of Housing and Urban Development
OMB Approval No. 2510-0011 (exp.11/30/2018)

Applicant/Recipient Information

1. Applicant/Recipient Name, Address, and Phone

Agency Legal Name: Howard County Government

Prefix: Mr.

First Name: Allan

Middle Name: H.

Last Name: Kittleman

Suffix:

Title: County Executive

Organizational Affiliation: Howard County Government

Telephone Number: (410) 313-6400

Extension:

Email: cmattis@howardcountymd.gov

City: Columbia

County: Howard

State: Maryland

Country: United States

Zip/Postal Code: 21046

2. Employer ID Number (EIN): 52-6000965

3. HUD Program: Continuum of Care Program

4. Amount of HUD Assistance Requested/Received: \$23,059

(Requested amounts will be automatically entered within applications)

5. State the name and location (street address, city and state) of the project or activity: Planning FFY18 9830 Patuxent Woods Drive
Columbia Maryland

Refer to project name, addresses and CoC Project Identifying Number (PIN) entered into the attached project application.

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? Yes
(For further information, see 24 CFR Sec. 4.3).

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9. Yes

Part II Other Government Assistance Provided or Requested/Expected Sources and Use of Funds

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/Local Agency Name and Address	Type of Assistance	Amount Requested / Provided	Expected Uses of the Funds
HUD, Office of Special Needs Assistance Programs	Grant (projects included in Annual Renewal Demand for this Recipient Agency)	\$887,811.00	Permanent Supportive Housing, Rapid Rehousing Programs, Planning

Part III Interested Parties

You must disclose:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation	Financial Interest in Project/Activity (\$)	Financial Interest in Project/Activity (%)
NA	NA	NA	\$0.00	0%

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional nondisclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

I AGREE: ☒

Name / Title of Authorized Official: Allan Kittleman, County Executive

Signature of Authorized Official: Considered signed upon submission in e-snaps.

Date Signed: 09/07/2018

1H. HUD 50070

HUD 50070 Certification for a Drug Free Workplace

Applicant Name: Howard County Government

Program/Activity Receiving Federal Grant Funding: CoC Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:	
a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.	e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
b. Establishing an on-going drug-free awareness program to inform employees --- (1) The dangers of drug abuse in the workplace (2) The Applicant's policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation, and employee assistance programs; and (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.	f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted --- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;	g. Making a good faith effort to continue to maintain a drugfree workplace through implementation of paragraphs a. thru f.
d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will --- (1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;	

Sites for Work Performance.

The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Workplaces, including addresses, entered in the attached project application.
Refer to addresses entered into the attached project application.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and

X

accurate. ☐

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Authorized Representative

Prefix: Mr.

First Name: Allan

Middle Name H.

Last Name: Kittleman

Suffix:

Title: County Executive

Telephone Number: (410) 313-6400
(Format: 123-456-7890)

Fax Number: (410) 313-6424
(Format: 123-456-7890)

Email: cmattis@howardcountymd.gov

Signature of Authorized Representative: Considered signed upon submission in e-snaps.

Date Signed: 09/12/2018

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file

the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate:

X

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Applicant's Organization: Howard County Government

Name / Title of Authorized Official: Allan Kittleman, County Executive

Signature of Authorized Official: Considered signed upon submission in e-snaps.

Date Signed: 09/12/2018

1J. SF-LLL

DISCLOSURE OF LOBBYING ACTIVITIES
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.
Approved by OMB0348-0046

HUD requires a new SF-LLL submitted with each annual CoC competition and completing this screen fulfills this requirement.

Answer "Yes" if your organization is engaged in lobbying associated with the CoC Program and answer the questions as they appear next on this screen. The requirement related to lobbying as explained in the SF-LLL instructions states: "The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action."

Answer "No" if your organization is NOT engaged in lobbying.

Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (lobbying a federal administration or congress) in connection with the CoC Program? No

Legal Name: Howard County Government

Street 1: 9830 Patuxent Woods Drive

Street 2:

City: Columbia

County: Howard

State: Maryland

Country: United States

Zip / Postal Code: 21046

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I certify that this information is true and complete.

X

Authorized Representative

Prefix: Mr.

First Name: Allan

Middle Name: H.

Last Name: Kittleman

Suffix:

Title: County Executive

Telephone Number: (410) 313-6400
(Format: 123-456-7890)

Fax Number: (410) 313-6424
(Format: 123-456-7890)

Email: cmattis@howardcountymd.gov

Signature of Authorized Official: Considered signed upon submission in e-snaps.

Date Signed: 09/12/2018

2A. Project Detail

- 1a. CoC Number and Name:** MD-504 - Howard County CoC
1b. Collaborative Applicant Name: Howard County Government
- 2. Project Name:** Planning FFY18
- 3. Component Type:** CoC Planning Project Application

2B. Project Description

1. Provide a description that addresses the entire scope of the proposed project and how the Collaborative Applicant will use grant funds to comply with the provisions of 24 CFR 578.7.

In fall 2017, the former CoC Board (Board to Promote Self-Sufficiency) through a strategic planning process, decided to separate its efforts from that of the CoC. Since then, the Collaborative Applicant in partnership with the CoC At-Large (now named the Coalition to End Homelessness) developed a CoC Board independent of the former BPSS. In December 2017, the Collaborative Applicant drafted the CoC's governance charter to best reflect the new configuration of the CoC Board and Coalition to End Homelessness. Since then, the Collaborative Applicant has been working in partnership with the CoC Board, Coalition members and Committees of the Board to reconvene focus groups, conduct research/interviews, and analyze past efforts for the completion of the Plan to End Homelessness update.

Howard County Maryland is a grateful recipient of CoC 2014, 2015 and 2016 Planning funds. To date, activities have been completed under 2014 and 2015 funding, and we are moving into using the 2016 funds to support the CoC's Plan to End Homelessness update. With 2015 and 2016 Planning dollars, the Collaborative Applicant has hired a full-time position dedicated to the work of the Plan update and working with partners in outlining goals and strategies. Over the coming months, the Plan to End Homelessness Update will be completed, and 2016 funds will be used to outline and plan next steps for Plan implementation, year by year. Part of this will include a full assessment of our homeless system within the vision and goals of the CoC, researching and outlining best practice programs and areas for improvement for the CoC to address.

The CoC is seeking a Planning grant to enable the CoC to immediately launch action items resulting from the PEH. The 2016 grant will provide next steps for housing and employment, and the 2018 grant will concurrently bolster collaboration and focus on development of our homeless system to streamline the Coordinated Entry process. In the next six-eight months, the Planning Analyst will continue to work with the CoC Board and Coalition to finalize the Plan and outline first year implementation steps. This 2018 request will focus on the first years' implementation related to CoC member engagement, outline areas of collaboration, build upon existing assets of member organization for resource links, and outline strategies (including tools and resources) to engage partners around common goals. This funding will also focus on creating methods to provide clear communication on the Plan update goals and progress towards those goals. This will include meeting with partners, holding meeting and continuing to conduct stakeholder interviews to plan for communication/update actions around the Plan's goals to end and prevent homelessness in Howard County. The position will then evaluate the homeless response system, specifically the Coordinated Entry System, and along with community input, outline areas for shifts to better meet the goals of the Plan.

2. Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely

completion of all work.

The Collaborative Applicant anticipates the action plans for the Plan Update will be annually updated to account for progress over 3 to 5 years, depending on the final timeframe of the Plan Update. For the purpose of this grant, we propose at least six months of funding to focus on Collaboration with community partners and evaluating/shifting the Coordinated Entry system.

Summer - early Fall 2019: The past nine months is the first time a Board has existed solely focused on homelessness. Through these funds, we will seek focused collaboration opportunities to prevent and end homelessness in the CoC. With a new CoC Board, we know that partner engagement and coordination will be essential in seeing progress in the Plan Update. Ensuring all types of entities, subpopulations and partners are represented on the CoC Board, and in the work groups or committees of the Board will be pivotal to accomplishing the CoC's goals. The Program Analyst will outline areas for partner collaboration around the Plan's top goals, which may include recommending workgroups or Committees of the Board that combine and link partners to work together around goals (ie: support services, subsidies, prevention, etc.) The management plan will include weekly to bi-monthly supervision by the Program Analyst supervisor and status reports on progress made, including summaries on the top areas for coordination that support the Plan's goals, and solutions of engagement to accomplish these goals. The supervisor will work with the Program Analyst on developing a workplan with timelines to assure work completed is effectively meeting the outcomes of the Plan, this grant and the needs of the CoC.

Early fall – winter 2019: The final Plan will include goals and action steps to evaluate the CoC's Coordinated Entry (CE) system. This will include how households are accessing entry points, reviewing (with the CE group) tools used to assess households, the demand/volume of need for housing, shelter and diversion, and the levels of prioritization in place for housing interventions. The Program Analyst will work with the CSHS Services Coordinator and research ways and types of resources needed for overall system improvement, including when and how to make system shifts. The Program Analyst will summarize areas for review based on the highlighted areas from the Plan update, results of the CE committee's work, and recommend strategies and actions to make changes. The management plan will include weekly to bi-monthly supervision by the Program Analyst's supervisor, status reports and summaries on the top areas for CE system shifts. The supervisor will work with staff on a workplan with timelines to assure work is effectively meeting the outcomes of the Plan, this grant and the needs of the CoC. This will allow for transparency and to monitor work completed. Any shifts to the CE system will have emphasis on CoC and ESG-funded projects.

3. How will the requested funds improve or maintain the CoC's ability to evaluate the outcome of CoC and ESG projects?

These requested funds will improve the outcomes of the CoC and ESG-programs as each nonprofit agency providing Prevention, Outreach, Emergency Shelter, Rapid Rehousing and Permanent Supportive Housing in the CE system receives funding from one of these two sources. The CoC and ESG funded programs are reviewed, analyzed, ranked and monitored through the CoC Board committee, Rating and Ranking, and by the Collaborative Applicant and HMIS Lead Agency (the same agency as the Recipient of CoC funds, and ESG pass-through from the State). Each agency funded through one of these grant

sources has been involved in the development of the Plan (with 2014, 2015 and 2016 Planning grants), are committed to working on a shared vision and goals, and have provided input for the Plan.

Coordinating agency efforts on action items for the first year of the Plan will increase links between partners and partnership opportunities, funded or not by one of these two sources. These funds will contribute to the CoC being able to evaluate the outcomes of the grant funded programs by actively bringing applicable agencies together to work on specific goals and actions of the first year of the plan, and developing shared expectations for coordination across the CoC.

The work effort around evaluating and making recommendations for shifts to the Coordinated Entry will improve the CoC's ability to evaluate how effective the CE system is related to specific interventions across the system – all of which are funded by one of the two grant sources. Any recommendations for changes to the CE will be based on existing outcomes of ESG and CoC funded agencies and the link to the CE system, and will set goals and outcomes to see CoC-overall improvement. Those measurable outcomes will be decided at the CoC level and monitored by the Collaborative Applicant, Recipient Agency and the Rating and Ranking and CE Committees of the CoC Board.

4. How will the planning activities continue beyond the expiration of HUD financial assistance?

The Plan Update is slated to be three to five years. The activities proposed through this grant will support the first year's progress for the CoC's Plan critical for ongoing success. The first year after the Plan is adopted will be critical to continue momentum for the engagement of the new CoC board, Coalition and partner agencies, and evaluating the homeless system overall (and making any shifts). After the expiration of this planning grant, the CoC will be positioned to maintain momentum with stronger partnerships and have a system able to meet the needs of homeless households on their journey to stable permanent housing.

The Howard County CoC is eager to end homelessness, and by having a reconfigured CoC Board, Coalition and with our current work on the Plan to End Homelessness, strengthening coordination and shifting the homeless system will position the CoC and the Collaborative Applicant to actively pursue the goals outlined in the Plan to End Homelessness. The Collaborative Applicant is committed to supporting the efforts of the Plan that has been made possible through the funding received from 2014, 2015 and 2016 Planning grants. After the Plan is finalized, activities will immediately begin to implement the recommendations to meet the overall goal to end homelessness of all kinds. Support through this 2018 Planning grant will assist us to that end.

3A. Governance and Operations

1. How often does the CoC conduct meetings of the full CoC membership? Quarterly

2. Does the CoC include membership of a homeless or formerly homeless person? Yes

2a. For members who are homeless or formerly homeless, what role do they play in the CoC membership? (Select all that apply)

Participates in CoC meetings:	<input type="checkbox"/>
Votes, including electing Coc Board:	<input checked="" type="checkbox"/>
Sits on CoC Board:	<input type="checkbox"/>
None:	<input type="checkbox"/>

3. Does the CoC's governance charter incorporate written policies and procedures for each of the following

a. Written agendas of CoC meetings? Yes

b. Coordinated Entry? (Also known as centralized or coordinated assessment) Yes

c. Process for monitoring outcomes of ESG recipients? Yes

d. CoC policies and procedures? Yes

e. Written process for board selection? Yes

f. Code of Conduct for board members that includes a recusal process? Yes

g. Written standards for administering assistance? Yes

4. Were there any written complaints received by the CoC in relation to project review, project selection, or other items related to 24 CFR 578.7 or 578.9 within the past 12 months? No

3B. Committees

Provide information for up to five of the most active CoC-wide planning committees, subcommittees and/or workgroups, to address homeless needs in the CoC's geographic area that recommend and set policy priorities for the CoC, including a brief description of the role and the frequency of the meetings. Only include committees, subcommittees and/or workgroups, that are directly involved in CoC-wide planning and not the regular delivery of services.

Name of Group	Role of the Group (max 750 characters)	Meeting Frequency	Name of Individuals and/or Organizations Represented
Coordinated Entry Committee	The role is to oversee compliance with Federal CE regulations and ensure effective operations of the CE System. The Single Point of Entry existed before Committee's formation, yet was using informal Committee is focused on assessment, prioritization, and referral methods aspects of the system, selecting assessment tool, developing prioritization structure for housing resources. It is reviewing a pilot tool for prevention and developing a prioritization structure for prevention and emergency shelter (due to the limited capacity within our jurisdiction). The Committee will also oversee a bi-annual evaluation of the CE System.	Monthly	DCRS, Dept. of Social Services, Bridges to Housing, Howard County Public Schools (PPWs), Health Dept., Grassroots
HMIS Committee	The HMIS Committee, of the CoC Board, is staffed by the HMIS Administrator, and works to ensure stakeholders have useful data to make decisions so homelessness is rare, brief and non-reoccurring in Howard County. This is done through advisement in the areas of 1) planning/software selection 2) management/operations 3) compliance monitoring 4) quality assurance 5) policy development	Quarterly	Humanim, Inc., Grassroots, Dept. of Corrections, Community Action Council, Assc. of Community Services, Bridges to Housing Stability, Vol. of America, HopeWorks, Health Dept., Family and Children's Services, Dept. of Community Resources and Services
Rating and Ranking	Review and rank funding proposals submitted for CoC, ESG and local sources for the homeless	Quarterly	Office of Military Families, Dept. of Housing and Community Development, Community Advocates

4A. Sources of Match

The following list summarizes the funds that will be used as Match for the project. To add a Matching source to the list, select the  icon. To view or update a Matching source already listed, select the  icon.

Summary for Match

Total Value of Cash Commitments:	\$5,765
Total Value of In-Kind Commitments:	\$0
Total Value of All Commitments:	\$5,765

1. Does this project generate program income as described in 24 CFR 578.97 that will be used as Match for this grant? No

Match	Type	Source	Contributor	Date of Commitment	Value of Commitments
Yes	Cash	Government	Howard County Gov...	09/04/2018	\$5,765

Sources of Match Details

1. Will this commitment be used towards Match? Yes
2. Type of commitment: Cash
3. Type of source: Government
4. Name the source of the commitment:
(Be as specific as possible and include the office or grant program as applicable) Howard County Government
5. Date of Written Commitment: 09/04/2018
6. Value of Written Commitment: \$5,765

4B. Funding Request

1. Will it be feasible for the project to be under grant agreement by September 30, 2020? Yes

2. Does this project propose to allocate funds according to an indirect cost rate? No

3. Select a grant term: 1 Year

A description must be entered for Quantity. Any costs without a Quantity description will be removed from the budget.

Eligible Costs:	Quantity AND Description (max 400 characters)	Annual Assistance Requested (Applicant)
1. Coordination Activities	Program Analyst will spend approximately 427 hours at \$27/hr (including FICA) on outlining areas for partner coordination around the Plan's top goals, including methods for member engagement and developing strategies (including tools and resources) to achieve common goals.	\$11,530
2. Project Evaluation		
3. Project Monitoring Activities		
4. Participation in the Consolidated Plan		
5. CoC Application Activities		
6. Determining Geographical Area to Be Served by the CoC		
7. Developing a CoC System	Program Analyst will spend approximately 427 hours at \$27/hr (including FICA) on researching how to evaluate Coordinated Entry systems, when/how to make shifts, and summarizing areas for action based on said research, highlights from the Plan, Coord. Entry committee work.	\$11,529
8. HUD Compliance Activities		
Total Costs Requested		\$23,059
Cash Match		\$5,765
In-Kind Match		\$0
Total Match		\$5,765
Total Budget		\$28,824

Click the 'Save' button to automatically calculate the Total Assistance

5A. Attachment(s)

Document Type	Required?	Document Description	Date Attached
1. Other Attachment(s)	No	CoC Governance No...	09/12/2018
2. Other Attachment(s)	No	CoC Governance Ch...	09/12/2018

Attachment Details

Document Description: CoC Governance Note - re: changes

Attachment Details

Document Description: CoC Governance Charter - final draft for approval
- 8.2018

5B. Certification

A. For all projects:

Fair Housing and Equal Opportunity

It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d)) and regulations pursuant thereto (Title 24 CFR part I), which state that no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance, and will immediately take any measures necessary to effectuate this agreement. With reference to the real property and structure(s) thereon which are provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer, transferee, for the period during which the real property and structure(s) are used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

It will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and with implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion, sex, disability, familial status or national origin.

It will comply with Executive Order 11063 on Equal Opportunity in Housing and with implementing regulations at 24 CFR Part 107 which prohibit discrimination because of race, color, creed, sex or national origin in housing and related facilities provided with Federal financial assistance.

It will comply with Executive Order 11246 and all regulations pursuant thereto (41 CFR Chapter 60-1), which state that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of Federal contracts and shall take affirmative action to ensure equal employment opportunity. The applicant will incorporate, or cause to be incorporated, into any contract for construction work as defined in Section 130.5 of HUD regulations the equal opportunity clause required by Section 130.15(b) of the HUD regulations.

It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701(u)), and regulations pursuant thereto (24 CFR Part 135), which require that to the greatest extent feasible opportunities for training and employment be given to lower-income residents of the project and contracts for work in connection with the project be awarded in substantial part to persons residing in the area of the project.

It will comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and with implementing regulations at 24 CFR Part 8, which prohibit discrimination based on disability in Federally-assisted and conducted programs and activities.

It will comply with the Age Discrimination Act of 1975 (42 U.S.C. 6101-07), as amended, and implementing regulations at 24 CFR Part 146, which prohibit discrimination because of age in projects and activities receiving Federal financial assistance.

It will comply with Executive Orders 11625, 12432, and 12138, which state that program participants shall take affirmative action to encourage participation by businesses owned and operated by members of minority groups and women.

If persons of any particular race, color, religion, sex, age, national origin, familial status, or

disability who may qualify for assistance are unlikely to be reached, it will establish additional procedures to ensure that interested persons can obtain information concerning the assistance.

It will comply with the reasonable modification and accommodation requirements and, as appropriate, the accessibility requirements of the Fair Housing Act and section 504 of the Rehabilitation Act of 1973, as amended.

1-Year Operation Rule.

For applicants receiving assistance for CoC planning: the project will be operated for the purpose specified in the application for any year for which such assistance is provided.

D. Explanation.

Where the applicant is unable to certify to any of the statements in this certification, such applicant shall attach an explanation behind this page.

Name of Authorized Certifying Official: Allan Kittleman

Date: 09/12/2018

Title: County Executive

Applicant Organization: Howard County Government

PHA Number (For PHA Applicants Only):

I certify that I have been duly authorized by the applicant to submit this Applicant Certification and to ensure compliance. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties . (U.S. Code, Title 218, Section 1001).

X

6A. Submission Summary

Page	Last Updated
1A. SF-424 Application Type	No Input Required
1B. SF-424 Legal Applicant	No Input Required
1C. SF-424 Application Details	No Input Required
1D. SF-424 Congressional District(s)	09/05/2018
1E. SF-424 Compliance	08/29/2018
1F. SF-424 Declaration	08/29/2018
1G. HUD 2880	08/29/2018
1H. HUD 50070	08/29/2018
1I. Cert. Lobbying	08/29/2018
1J. SF-LLL	08/29/2018
2A. Project Detail	08/29/2018

2B. Description	09/05/2018
3A. Governance and Operations	09/05/2018
3B. Committees	09/05/2018
4A. Match	09/05/2018
4B. Funding Request	09/05/2018
5A. Attachment(s)	09/12/2018
5B. Certification	09/05/2018

Note to Application regarding Continuum of Care Governance

In summer 2017, the CoC Board (in County Code as the Board to Promote Self-Sufficiency, BPSS) through a strategic planning process, decided to separate the CoC responsibilities from BPSS, and delegate into a new Board. Through fall to winter 2017, the Collaborative Applicant, in partnership with the CoC At-Large (which remained unchanged, but renamed itself to the Coalition to End Homelessness) worked to develop the new CoC Board governance and structure and allow separate operations, until the County Code is changed. By December 2017, the Collaborative Applicant drafted the new CoC governance charter outlining the new CoC Board, Coalition to End Homelessness, Committees, Workgroups and lead agencies for the Collaborative Applicant and HMIS. The County Council is slated to vote on legislation to remove language related to the governance of the CoC in the BPSS code, in the 2018 winter Council meetings. Until then, the BPSS is technically the CoC Board, but has delegated ongoing governance to the new CoC Board, in place since December 2017.

Attached is the proposed CoC Governance, which incorporates all public comments, Coalition input and edits by the new CoC Board. It is on the Agenda to be voted on in the September 21, 2018 CoC Board meeting, and in the October 2018 Coalition meeting. The Governance will take effect immediately upon the County Council changing the code for the previous Board.

Our CoC thought it best to attach this Governance with the Planning grant, since the Continuum of Care Collaborative Application requires the CoC Policies and Procedures (ie: 2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA), which are the ones currently in County Code as BPSS, but are slated to be replaced by the new CoC Governance. The uploaded CoC Policies and Procedures (2A-1) outline the roles, responsibilities and relationship between the BPSS, the Collaborative Applicant and the HMIS Lead Agency. The new proposed CoC Governance (to be made effective by all parties within the next two months), uploaded in this application will guide the work of the Planning Grant activities.



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HOWARD COUNTY CONTINUUM OF CARE

GOVERNANCE CHARTER

August 2018

Contents

Article I.	Definitions	3
Article II.	Overview of the Continuum of Care	4
Section 2.01	Background	4
Section 2.02	Purpose of the CoC	4
Section 2.03	Responsibilities of the CoC.....	4
(a)	Operating the CoC.....	4
(b)	Designating and Operating an HMIS.....	4
(c)	CoC Planning	4
Section 2.04	CoC and HMIS Designees	5
Section 2.05	Collaborative Applicant Lead Agency Responsibilities:	5
Section 2.06	HMIS Lead Agency Responsibilities:.....	5
Article III.	Governance	6
Section 3.01	Coalition to End Homelessness.....	6
(a)	Purpose of the Coalition to End Homelessness (Coalition)	6
(b)	Composition of the Coalition General Meeting.....	6
(c)	Membership.....	6
(d)	Meetings	7
(e)	Coalition General Meeting Responsibilities:.....	8
Section 3.02	Howard County Continuum of Care (CoC) Board.....	8
(a)	Purpose of the CoC Board.....	8
(b)	Composition of the CoC Board.....	9
(c)	Membership.....	9
(d)	Meetings	11

(e) Conflict of Interest	11
(f) CoC Board Responsibilities.....	12
Section 3.03 CoC Board Committees	12
(a) Planning Committee.....	12
(b) Review and Ranking Committee	14
(c) Coordinated System (of Homeless Services) Committee	16
(d) HMIS Committee.....	18
(e) Ad-Hoc Committees	19
Article IV. Amendments to the Operating Procedures.....	19
Article V. Attachments – to be incorporated upon Adoption	20
Section 5.01 Continuum of Care Policies and Procedures.....	20
Section 5.02 Emergency Solutions Grant Policies and Procedures	Error! Bookmark not defined.
Section 5.03 HMIS Policies and Procedures.....	20
Section 5.04 Coordinated Entry Policies and Procedures.....	20

Article I. Definitions

Coordinated Entry is a process developed to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, referred, and connected to housing and assistance based on their strengths and needs.

Collaborative Applicant means the eligible applicant that has been designated by the Continuum of Care to apply for a grant for Continuum of Care planning funds under this part on behalf of the Continuum.

A Continuum of Care (CoC) is a regional or local planning body that coordinates housing and services funding for homeless families and individuals. A CoC should be composed of representatives of organizations including: nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons.

The new *Purpose and Activities* of the CoC are to:

- Promote community-wide goals to end homelessness;
- Provide funding to quickly rehouse homeless persons;
- Promote access to mainstream resources; and
- Improve self-sufficiency among people experiencing homelessness.

Responsibilities of a CoC include operating the CoC, designating and operating an HMIS, planning for the CoC (including coordinating the implementation of a housing and service system within its geographic area that meets the needs of the individuals and families who experience homelessness there), and designing and implementing the process associated with applying for CoC Program funds.

Continuum of Care Board. The Continuum of Care must establish a board to act on behalf of the Continuum using the process established as a requirement by (the Interim Rule) and must comply with the conflict-of-interest requirements. The board must: (1) Be representative of the relevant organizations and projects serving homeless subpopulations; and (2) Include at least one homeless or formerly homeless individual. (Interim Rule)

Homeless Management Information System (HMIS) is a local information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness. Each Continuum of Care is responsible for selecting an HMIS software solution that complies with HUD's data collection, management, and reporting standards.

HMIS Lead means the entity designated by the Continuum of Care in accordance with the Interim Rule to operate the Continuum's HMIS on its behalf.

Article II. Overview of the Continuum of Care

Section 2.01 Background

Under the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act all communities receiving Continuum of Care (CoC) funding through the United States Department of Housing and Urban Development (HUD) are required communities to establish a local CoC planning body and a governing board. This broadly includes overseeing policies, programming and funding related to eradicating homelessness. The CoC Board's will serve as the Howard County CoC's governing body. This document will serve as the Howard County CoC governance charter and outlines roles and responsibilities in compliance with HUD requirements. The geographic area covered by the CoC Board is Howard County Maryland.

Section 2.02 Purpose of the CoC

The Program is designed to:

1. Promote community-wide commitment to the goal of ending homelessness;
2. Provide funding for efforts by nonprofit providers, States, and local governments to quickly rehouse homeless individuals (including unaccompanied youth) and families, while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness;
3. Promote access to and effective utilization of mainstream programs by homeless individuals and families; and
4. Optimize self-sufficiency among individuals and families experiencing homelessness.

Section 2.03 Responsibilities of the CoC

The following are the Program responsibilities that must be met for CoC's, as determined by HUD.

(a) Operating the CoC

- Conduct semi-annual meetings of the full membership.
- Issue a public invitation for new members, at least annually.
- Adopt and follow a written process to select a board.
- Appoint additional committees, subcommittees, or work groups.
- Develop and follow a governance charter detailing the responsibilities of all parties.
- Consult with Recipients and Subrecipients to establish performance targets appropriate for population and program type, monitor the performance of Recipients and Subrecipients, evaluate outcomes, and take action against poor performers.
- Evaluate and report to HUD outcomes of ESG and CoC projects.
- Establish and operate a centralized or coordinated assessment system.
- Establish and follow written standards for providing CoC assistance.

(b) Designating and Operating an HMIS

- Designate a single HMIS.
- Select an eligible applicant to manage the CoC's HMIS.
- Monitor Recipient and Subrecipient participation in the HMIS.
- Review and approve privacy, security, and data quality plans.

(c) CoC Planning

- Coordinate the implementation of a housing and service system within its geographic area.
- Conduct a Point-in-Time count of homeless persons.
- Conduct an annual gaps analysis.

- Provide information required to complete the Consolidated Plan.
- Consult with ESG Recipients regarding the allocation of ESG funds and the evaluation of the performance of ESG Recipients and Subrecipients.

Section 2.04 CoC and HMIS Designees

The Department of Community Resources and Services (DCRS) Office of Community Partnerships is the Collaborative Applicant for the Howard County CoC and the HMIS Lead Agency. DCRS receives CoC funding and works with partner agencies and the CoC Board to further the goals of HUD and meet the needs of the community. DCRS prepares and submits the CoC Collaborative Application to HUD, and is the direct Recipient of all HUD CoC Funds, except the Shelter Plus Care (S+C) Project. DCRS is the Grantee of Emergency Solutions Grant (ESG) through the State of Maryland. This Governance Charter continues the designation of DCRS as the Collaborative Applicant and HMIS Lead Agencies.

Section 2.05 Collaborative Applicant Lead Agency Responsibilities:

The following are the activities and responsibilities of DCRS, the designated CoC's Collaborative Applicant Lead Agency:

- Supporting the planning and operations of the CoC.
- Coordinating, collaborating with agencies to develop, write and submit the HUD CoC Notice of Funding Availability (NOFA) on behalf of the CoC, including approving/rejecting applications submitted within the overall NOFA.
- Applying for CoC Planning Funds.
- Overseeing the implementation of the CoC's, plan to end homelessness including annual action plans and annual reports.
- Overseeing the CoC coordinated assessment system.
- Coordinating and conducting the annual Point in Time (PIT) count.
- Coordinating and completing the Housing Inventory Count (HIC).
- Providing information required to complete the Consolidated Plan for the entitlement jurisdiction entity.
- Providing staff support to the CoC Board, Committees and host the Planning, Coordinated Entry and HMIS Committees.
- Prepare for and host the bi-annual CoC General Meeting.

Section 2.06 HMIS Lead Agency Responsibilities:

- Designate a single HMIS system in the CoC jurisdiction.
- Review, revise, and approve privacy, security, and data quality plans.
- Ensure consistent participation of recipients/subrecipients in HMIS.
- Ensure that the HMIS is administered in compliance with HUD.

Article III. Governance

Section 3.01 Coalition to End Homelessness

(a) Purpose of the Coalition to End Homelessness (Coalition)

The CoC is a collaborative community-based planning and advocacy body that seeks to ensure the needs of persons who are homeless or at-risk of homelessness within the County are being met. The CoC works to ensure diverse population input to decision-making, including consumers and community members, as well as gender, ethnic, cultural and geographical representation. The CoC at large will be named the “Coalition to End Homelessness,” and is for all members to be convened as the public planning body of the homeless service and housing system. The governing board of this group is the CoC Board, a 19-25-member Board, who are elected by the Coalition’s General Membership every three years.

Meetings will include presenting progress of work from the CoC Board and all Committees in place. Members will have the opportunity to provide input into the homeless system, voice concerns, receive updates on progress, share resources/information, and be encouraged to participate in committees and workgroups. Meetings will be hosted by the Collaborative Applicant.

(b) Composition of the Coalition General Meeting

The CoC is broadly representative of the public and private homeless service sectors. There is no limit to the number of members that may be represented.

(c) Membership

(i) Qualifications for Coalition General Membership.

All interested Agency/Organizations and individuals, including persons who are currently or formally homeless, are eligible for Coalition General Membership.

(ii) Becoming a Coalition General Member:

An application is required for all interested Agency/Organizations or Individuals to be Coalition General Members. There is no fee associated with membership. All Coalition General Members are provided one vote, within the parameters outlined below.

1) Agency/Organization:

- Only one person may be designated to vote on behalf of the Agency/Organization on matters in Coalition General meeting (Voting Member).
- More than one person may represent the Agency/Organization and attend meetings.
- The Agency/Organization Voting Member must sign and submit a Conflict of Interest statement with the Membership Application.

2) Individual:

- An Individual Member holds only one vote.
- An Individual must not be a formal staff or Board member with an Agency/Organization that is also a member Agency/Organization.
- Individuals must sign and submit a Conflict of Interest statement with the Membership Application.

(iii) Terms of Membership.

Not applicable

(iv) Officers, Terms of Officers, Responsibilities of Officers.

Not Applicable. Meetings will be hosted by the Collaborative Applicant for the CoC.

(v) Elections.

- Coalition General Members do not need to be voted on by the Coalition General membership – Membership application is sufficient.
- The Coalition General Members will vote on CoC Board Members in accordance with the Voting protocol of this section (3.01 (d)(viii)).
 - Nominations for CoC Board Members may be made by notifying the CoC Board Chair and the Collaborative Applicant, and/or through an ad-hoc Nominating Committee.
 - New CoC Board Member voting will take place annually at the CoC General April meeting, to begin Board Membership by July of the same year.

(vi) Member Responsibilities.

- Commit to being an active participant in the Continuum of Care and work towards the overall goal of ending homelessness in Howard County.
- Appoint/list one individual to serve as the Voting Member Representative at the Coalition General Meeting in the Membership Application.
 - If a Voting Member Representative is unable to attend a scheduled Coalition General Meeting an alternative representative should be appointed to attend in the member representatives' absence and listed in the Membership Application.
- Select, if desired, additional individuals to represent the applicable agency/organization to attend semi-annual Howard County Coalition General meetings as Non-Voting Members to speak on behalf of the Agency/Organization.
- Voting as defined in (e) under Coalition General Meeting Responsibility.
- Join/participate in at least 60 percent of subcommittees/workgroups of the CoC Board (Decision making board for the Howard County CoC).
- Representatives should come to each meeting prepared to actively participate.
- Follow through with all commitments, or assignments they agree to as part of or on behalf of the Coalition.
- Notify the CoC Collaborative Applicant of any changes in contact information for their Agency/Organization, of their Representative, or their contact information.
- Participate in surveys, education opportunities and outreach efforts, including the annual count of homeless persons through the federally mandated Point-in-Time and Housing Inventory Count, held at the time specified by the U. S. Department of Housing and Urban Development.

(vii) Resignation/Removal.

- A member of the Coalition General Meeting who wishes to resign shall submit a letter of resignation to the Collaborative Applicant, at least 10 business days prior to the effective date.

(d) Meetings

(i) Communication – Between meetings, the Collaborative Applicant will keep members involved by the following methods.

- Maintaining a directory of general membership;
- Encouraging partners with similar interests to combine efforts, either by sharing information/best practices or working on strategies to collaborate and support efforts; and
- Sharing information regularly to maintain a focus on homelessness in general and the Coalition in particular.

(ii) Frequency.

At a minimum, the Coalition meetings will be held twice per year in April and October.

(iii) Open Meetings Law.

Meetings are subject to the Open Meetings Act. This requires that 1) meetings must be open to the public; 2) notice of meetings must be provided, and 3) written minutes of meetings must be prepared, and maintained for a minimum of one year.

(iv) Open to the Public.

All meetings of the Board are open to the public, except when funding decisions are being made or when a meeting is closed as authorized under federal, state, or local law.

(v) Minutes.

Minutes of all Board meetings will be recorded and distributed to all members.

(vi) Protocol.

Meetings shall be conducted according to the latest edition of Roberts Rules of Order, Newly Revised.

(vii) Voting.

- All attendees have voice.
- All Voting Members can vote, according to the Membership Agreement on file.
- A representative for the designated person for Agency/Organization attending a meeting on behalf of the designated Voting Member has voice and vote if designated in the Membership Agreement as authorized.
- A simple majority of the current members shall constitute a quorum.
- Action may be taken by the Board upon a vote of the simple majority of the members present at a meeting at which there is a quorum.

(e) Coalition General Meeting Responsibilities:

- Conduct at least semi-annual meetings of the full membership.
- Publicly invite new members annually.
- Develop this Governance Charter which outlines responsibilities of all parties, and ensure it is updated annually. Vote will be required.
- Adopt and follow a written process to select a board, and review/update at least once every five years. Vote will be required.
- Vote on new CoC Board Members as applicable to terms and qualifications of the CoC Board Qualifications, in accordance with this Governance Charter.
- Provide input into the homeless system, voice concerns, receive updates on progress and share resources/information.

Section 3.02 Howard County Continuum of Care (CoC) Board

(a) Purpose of the CoC Board

The Purpose of the CoC Board is to act as a governing body on behalf of the Continuum of Care (*the local planning body that coordinates housing and support services funding for homeless families and individuals*). The CoC Board will seek to promote community-wide goals to end homelessness; support funding outcomes to quickly rehouse homeless persons; promote access to mainstream resources; and improve self-sufficiency among people experiencing homelessness. The CoC Board will be presented with progress of work from all Committees in place, and will review and approve initiatives developed by the Coalition. Annually, the CoC Board will develop and review existing performance targets to end homelessness by population type, and intervention needed.

(b) Composition of the CoC Board

The Board shall consist of a minimum of 19 and a maximum of 25 members. The Department of Community Resources and Services shall designate a staff person to serve as support to the Board.

(c) Membership

(i) Qualifications of CoC Board Members.

- 1) All members should either reside or work in Howard County.
- 2) Have a vested interest in ending homelessness.
- 3) As practical, the Board shall reflect the gender, geographic, ethnic, and racial makeup of the county.
- 4) Board Members must be a Member of the Coalition.
- 5) Represent one or more of the following:
 - a) Advocates for the homeless
 - b) Affordable housing developers
 - c) Business community
 - d) CDBG/HOME Entitlement jurisdiction
 - e) Domestic violence organizations
 - f) ESG Recipients
 - g) Faith-based organizations
 - h) Government agencies
 - i) Health care related organizations
 - j) Law enforcement
 - k) Local Public-School System
 - l) Mainstream benefit agencies
 - m) Organizations serving the homeless population
 - n) Persons who are currently or formerly homeless
 - o) Public Housing Authorities/Housing Commissions
 - p) Veteran Service Organization

(ii) Mandated and Term-Limited Seats.

(iii) Becoming a Board Member.

Interested representatives of Agency/Organizations already Coalition General Members are eligible for Board representation, within the parameters of “*Qualifications of CoC Board Members.*” Interested representatives of the Coalition General Meeting may seek Board Membership by self-nomination or an existing CoC Board Member may nominate, by notifying the CoC Board Chair and the Collaborative Applicant prior to the April Coalition General Meeting. Voting protocols will be followed in accordance with the Coalition’s General Meeting’s process.

(iv) Terms of Membership.

CoC Board Membership begin July of the year voted into membership. Members of the CoC Board shall serve a term of one to three years. Board members may serve two consecutive terms. Terms will be staggered for “Term-Limited” seats on the CoC Board.

(v) Officers.

1) Electing Officers.

Elected Officers include Chair, Vice Chair and any applicable Committee needing representation by a Board member. An Ad-hoc Nominating Committee shall be appointed by the Chair at least one month prior to the July Board meeting. The Nominating Committee shall consist of three members, and shall include both public and private representatives. The Nominating Committee shall present its recommendations for Chair and Vice-Chair and any Committee Chair(s), as applicable, at the July Board meeting for a vote. Members of the Board may also make nominations from the floor. If a vacancy occurs in the position of either Officer, the Board will hold a special election to fill the vacancy.

2) Terms of Officers.

The term of Officers shall be one year, from July 1 through June 30. A Board member may serve no more than two consecutive terms in an Officer position. For the first year in operation, the Officers will serve a year and a half first term.

3) Responsibilities of Officers.

Officers of the Board shall consist of a Chair and Vice-Chair. The Chair shall:

- Preside over all meetings of the Board;
- Call additional meetings, as needed;
- Serve as the Board's representative to the County Executive and County Council, including in person and any other communication made on behalf of the Board; and
- Ensure that the Board is acting in such a manner that supports its mission and conforms to this Governance Charter.

The Vice-Chair shall carry out the duties of the Chair in the Chair's absence, and perform such other duties as the Chair or Board may require.

(vi) Elections.

- The Coalition General Members will vote on CoC Board Members in accordance with the Voting protocol of section (3.01 (d)(viii)).
 - Nominations for CoC Board Members may be made through self-nomination or by an existing CoC Board Member by notifying the CoC Board Chair and the Collaborative Applicant.
 - New CoC Board Member voting will take place annually at the Coalition General April meeting, to begin Board Membership by July of the same year.

(vii) Member Responsibility.

- Board members are responsible to attend all meetings, or notify the Chair or staff in advance if they will be absent.
- Arrive at meetings on time prepared for discussion, bringing printed copies of any material distributed in advance of the meeting.
- Board members may delegate their membership to another person in their agency/organization.

(viii) Resignation/Removal.

- A member of the Board who wishes to resign shall submit a letter of resignation to the Director of the Department of Community Resources and Services, at least 10 business days prior to the effective date.
- A member of the Board may be removed if found to be acting outside of the Conflict of Interest and/or CoC Board Membership Agreement. This will be enforced by the Chair, Vice-Chair, Director of the Department of Community Resources and Services, or by majority vote of the CoC Board.

(d) Meetings

(i) Frequency.

At a minimum, the CoC Board will meet twice per year in July and January. The Board may meet more often at the call of the Chairperson within 10 business days' notice to members.

(ii) Open Meetings Law.

Meetings are subject to the Open Meetings Act. This requires that 1) meetings must be open to the public; 2) notice of meetings must be provided, and 3) written minutes of meetings must be prepared, and maintained for a minimum of one year.

(iii) Open to the Public.

All meetings of the Board are open to the public, except when funding decisions are being made or when a meeting is closed as authorized under federal, state, or local law.

(iv) Minutes.

Minutes of all Board meetings will be recorded and distributed to all members.

(v) Protocol.

Meetings shall be conducted according to the latest edition of Roberts Rules of Order, Newly Revised.

(vi) Voting.

- All Board members are Voting Members, and have voice.
- The support staff to the Board has voice but not vote.
- A representative attending a Board meeting on behalf of an absent Voting Member has voice but not vote.
- Coalition General Members, who are not members of the Board, have voice only.
- Members of the public shall have voice at the discretion of the Chair.
- The Chair will vote only in the case of a tie.
- A simple majority of the current members shall constitute a quorum.
- Action may be taken by the Board upon a vote of the simple majority of the members present at a meeting at which there is a quorum.

(e) Conflict of Interest

(i) Applicability.

Conflict of Interest shall apply to the CoC Board Members, and must comply with the requirements outlined in 24 CFR part 578.95, and the following policies and procedures to avoid conflicts of interest and promote public confidence in the integrity of the CoC and its processes. All processes will comply with the requirements of 24 CFR Part 578.95(b). Failure to honor these will be grounds for removal from the CoC Board.

(ii) Conflict of Interest Policy.

- No Member of the CoC Board shall participate in, influence discussions, or vote concerning the award of a grant or any other financial decision which shall have a direct financial impact on the Agency/Organization that the Member represents. This includes decisions with respect to funding, awarding contracts, and implementing corrective actions. This includes any actual or perceived conflicts of interest as they arise.
- Members may not participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefit to:
 - Any organization that they or a member of their immediate family represents; or
 - Any organization from which they or a member of their immediate family derives income, financial interest, or receives anything of value.

(iii) Conflict of Interest Procedure.

- CoC Board Members must exercise care when acting on behalf of the CoC.
- CoC Board Members must sign a Conflict of Interest form upon membership and annually thereafter affirming that they have reviewed the policy and they have disclosed/will disclose any conflicts of interest they face or are likely to face in fulfilling their ascribed duties.
- Whenever members disclose any conflict of interest they must:
 - Fully disclose the nature of the interest; and
 - Withdraw from discussing, lobbying and voting on the matter.
- Disclosure should occur at the earliest possible time and, if possible, prior to discussion of any issue. The disclosure shall be duly recorded in the applicable meeting minutes.

(f) CoC Board Responsibilities

- Follow the written process for Board Member selection as adopted and updated by the Coalition (to be updated at least every five years).
- Follow the Governance Charter as annually adopted and updated by the Coalition.
- Appoint committees, subcommittees, or work groups to carry out the work of the CoC.
- Review and approve initiatives developed by the CoC.
- Develop and review performance targets for sub-populations by program type.
- Promote partnerships with private organizations, businesses, the philanthropic community, and any public agency to improve the CoC in coordination with the CoC's plan to end homelessness.
- Receive reports from the Committees of the Board.
- Recommend to the County Executive or County Council any improvements to the CoC including process changes and resources needed to reduce homelessness.

Section 3.03 CoC Board Committees

(a) Planning Committee

(i) Purpose.

Act in a planning capacity for mandatory functions of the Collaborative Applicant as relevant to ensure the CoC is high functioning.

(ii) Composition of Planning Committee.

Not Applicable.

(iii) Membership.

1) Qualification of Planning Committee Members.

Coalition Members (Agency/Organization or Individual), including persons who are currently or formally homeless, are eligible to attend the Planning Committee.

2) Becoming a Member.

See Section "Coalition General" on becoming a Coalition General Member. Must represent an Agency/Organization or be an Individual Member.

3) Terms of Membership.

Not Applicable.

4) Officers, Electing Officials, Terms of Officers, Responsibilities of Officers.

Not Applicable. The Planning Committee shall be led and staffed by the Collaborative Applicant of the CoC.

5) Committee Member Responsibility.

- Arrive at meetings on time prepared for discussion, bringing printed copies of any material distributed in advance of the meeting.
- Follow through with all commitments, or assignments they agree to as part of or on behalf of the Committee.

6) Resignation/Removal.

Not Applicable.

(iv) Meetings.

1) Frequency.

At a minimum, the Planning Committee will meet 9-10 months out of the year, generally on February, March, April, May, June, August, September, October, November and December. These are the off months from the CoC Board Meetings.

2) Open Meetings Law.

Meetings are subject to the Open Meetings Act. This requires that 1) meetings must be open to the public; 2) notice of meetings must be provided, and 3) written minutes of meetings must be prepared, and maintained for a minimum of one year.

3) Open to the Public.

All meetings of the Committee are open to the public, except when funding decisions are being made or when a meeting is closed as authorized under federal, state, or local law.

4) Minutes.

Minutes of all Committee meetings will be recorded and distributed to all members.

5) Protocol.

Meetings shall be conducted according to the latest edition of Roberts Rules of Order, Newly Revised.

6) Voting.

Not Applicable.

(v) Planning Committee Responsibilities:

- Support/guide the planning efforts of the Collaborative Applicant.
- Provide input to the CoC application through each NOFA competition.
- Research best practices and use data to inform what best practices and program activities are needed.
- Establish/maintain written standards for providing assistance in accordance with best practices for all interventions to end homelessness.
- Update plan to end homelessness (ie: complete Annual Action Plans/Annual Reports).
- Ensure plan to end homelessness' goals and concepts are reflected in all CoC activities.
- Review and revise policies and procedures related to the CoC and ESG programs.
- Review/monitor system-wide and program-specific performance.
- Conduct an annual gaps analysis of the needs of the homeless population, as compared to available housing and services within the geographic area.
- Provide recommendations to the CoC Board and Review and Ranking Committee.
- Subcommittees may include: Subpopulations, Unmet Need.

(b) Review and Ranking Committee

(i) Purpose.

Act as the decision/recommendation making arm of the CoC Board when considering the rating and ranking of the applicable funding sources of the Continuum of Care.

(ii) Composition.

The Committee shall consist of a minimum of five and a maximum of nine members. A staff member of the Collaborative Applicant of the CoC shall staff the Committee.

(iii) Membership

1) Qualifications of Committee Members/Becoming a Committee Member.

Rating and Ranking Committee Members must be Coalition Members or CoC Board Voting Members who do not receive or intend to receive grant funding as described in the "Rating and Ranking Committee Responsibilities." Members must not have any real or perceived Conflict of Interest regarding any funded Agency/Organization of any of the following funding sources: CoC, ESG, State homeless assistance grants, or Plan to End Homelessness County grants.

2) Terms of Membership.

Members of the Rating and Ranking Committee shall serve a term of three years. Committee Members may serve two consecutive terms, but must be off the Committee for one year before being elected again for a third term.

3) Officers.

a) Electing Officers.

The Rating and Ranking Committee Chair must be voted on by the CoC Board, and must be a Voting Member of the CoC Board.

b) Terms of Officers.

The term of Committee Chair shall be two years, beginning on July 1 and ending two years later on June 30.

c) Responsibility of Officers.

The Chair shall:

- Preside over all Committee Meetings;
- Call additional meetings, as needed;
- Serve as the Committee's representative to the CoC Board; and
- Ensure that the Committee is acting in such a manner that supports the goals and missions of:
 - The CoC Program;
 - The CoC Board and General Meeting;
 - The funding sources under the purview of the Committee;
 - This Governance Charter; and
- Seek to ensure that funding for efforts by nonprofit providers, States, and local governments quickly rehouses homeless individuals (including unaccompanied youth) and families, while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness.

4) Elections.

Not Applicable.

5) Committee Member Responsibilities.

- Committee members are responsible to attend all meetings, or notify the Chair or staff in advance if they will be absent.

- Arrive at meetings on time prepared for discussion, bringing printed copies of any material distributed in advance of the meeting.
- Committee members may *not* delegate their membership to another person in their Agency/Organization or others in the community.
- Committee members will sign a Conflict of Interest statement at the onset of serving on the Committee, and then annually thereafter, in accordance with the expectations and duties included in this Governance Charter.
- Committee members will sign a Confidentiality Statement regarding reviewing and allocating grant funding.

6) Resignation/Removal.

- A member of the Committee who wishes to resign shall submit a letter of resignation to the Committee Chair, or if the member is the Committee Chair, to the CoC Board Chair and Collaborative Applicant, at least 10 business days prior to the effective date.
- A member of the Committee may be removed if found to be acting outside of the Conflict of Interest, Confidentiality Statement, and/or CoC Board Membership Agreement. This will be enforced by the Committee Chair, or if the member is the Chair, by the CoC Board Chair, Director of the Department of Community Resources and Services, or by majority vote of the CoC Board.

(iv) Meetings.

1) Frequency.

At a minimum, the Review and Ranking Committee will meet approximately four times out of the year, related to grant timelines and due dates.

2) Open Meetings Law.

Meetings are subject to the Open Meetings Act. This requires that 1) meetings must be open to the public; 2) notice of meetings must be provided, and 3) written minutes of meetings must be prepared, and maintained for a minimum of one year.

3) Open to the Public.

All meetings of the Committee are open to the public, except when funding decisions are being made or when a meeting is closed as authorized under federal, state, or local law.

4) Minutes.

Minutes of all Committee meetings will be recorded and distributed to all members.

5) Protocol.

Meetings shall be conducted according to the latest edition of Roberts Rules of Order, Newly Revised.

6) Voting.

- All Committee members are voting members.
- The Collaborative Applicant designated staff to the Committee has voice not vote.
- Coalition members, who are not members of the Board, have voice only.
- Members of the public shall have voice at the discretion of the Chair.
- A simple majority of the current members shall constitute a quorum.
- Action may be taken by the Committee upon a vote of the simple majority of the members present at a meeting at which there is a quorum.

(v) Conflict of Interest.

1) Applicability.

Conflict of Interest shall apply to the Rating and Ranking Committee Members. Both must comply with the Conflict of Interest requirements outlined in 24 CFR part 578.95, and the following policies and

procedures to avoid conflicts of interest and promote public confidence in the integrity of the CoC and its processes. All processes will comply with the requirements of 24 CFR Part 578.95(b). Failure to honor these will be grounds for removal from the CoC Board and/or Rating and Ranking Committee.

2) Conflict of Interest Policy.

- No Member of the Ranking Committee shall participate in, influence discussions, or vote concerning the award of a grant or any other financial decision which shall have a direct financial impact on the Agency/Organization that the Member represents. This includes decisions with respect to funding, awarding contracts, and implementing corrective actions. This includes any actual or perceived conflicts of interest as they arise.
- Members may not participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefit to:
 - Any organization that they or a member of their immediate family represents; or
 - Any organization from which they or a member of their immediate family derives income, financial interest, or receives anything of value.

3) Conflict of Interest Procedure.

- Ranking Committee Members must exercise care when acting on behalf of the CoC and when prioritizing grant funds.
- Rating and Ranking Committee Members must sign a Conflict of Interest form upon membership and annually thereafter affirming that they have reviewed the policy and they have disclosed/will disclose any conflicts of interest they face or are likely to face in fulfilling their ascribed duties.
- At the beginning of the Rating and Ranking Committee meeting, the Chair will ask Committee Members to disclose any potential or actual conflicts of interest unknown to the Committee that need to be disclosed before the business for the meeting's is discussed.
- Whenever members disclose any conflict of interest they must:
 - Fully disclose the nature of the interest; and
 - Withdraw from discussing, lobbying and voting on the matter.
- Disclosure should occur at the earliest possible time and, if possible, prior to discussion of any issue. The disclosure shall be duly recorded in the applicable meeting minutes.

(vi) Rating and Ranking Committee Responsibilities.

- Act as the decision-making arm of the CoC Board when considering the rating and ranking of the applicable funding sources of the Continuum of Care.
 - Evaluate performance of CoC/ESG/State homeless assistance programs/PEH programs.
 - Rate/rank funding proposals CoC/ESG/State homeless assistance programs/PEH programs.
 - Reallocate project funds as necessary to meet needs of CoC.
- Communicate Committee findings to CoC Board, and provide decisions made at the Committee to the Collaborative Applicant as funding recommendations on behalf of the CoC Board.
- Make decisions on behalf of the CoC Board in a timely manner that will enable the CoC Board to have fruitful discussion.

(c) Coordinated System (of Homeless Services) Committee

(i) Purpose.

Act in a coordinating capacity for the Howard County CoC's coordinated assessment system, Coordinated System (of Homeless Services). Specifically, coordinate efforts and engage partners in building and maintaining a robust Coordinated Entry system.

(ii) Composition of Coordinated System Committee.

Not Applicable.

(iii) Membership.

1) Qualification of Coordinated System Committee Members/Becoming a Member

Coalition Members (Agency/Organization or Individual), including persons who are currently or formally homeless, are eligible to attend the Coordinated System Committee.

2) Terms of Membership.

Not Applicable.

3) Officers, Electing Officials, Terms of Officers, Responsibilities of Officers.

Not Applicable. The Coordinated System Committee shall be led and staffed by the Collaborative Applicant of the CoC.

4) Committee Member Responsibility.

- Arrive at meetings on time prepared for discussion, bringing printed copies of any material distributed in advance of the meeting.
- Follow through with all commitments, or assignments they agree to as part of or on behalf of the Committee.

(iv) Resignation/Removal.

Not Applicable.

(v) Meetings.

1) Frequency.

At a minimum, the Coordinated System Committee will meet 9-10 months out of the year, generally on February, March, April, May, June, August, September, October, November and December. These are the off months from the CoC Board Meetings.

2) Open Meetings Law.

Meetings are subject to the Open Meetings Act. This requires that 1) meetings must be open to the public; 2) notice of meetings must be provided, and 3) written minutes of meetings must be prepared, and maintained for a minimum of one year.

3) Open to the Public.

All meetings of the Committee are open to the public, except when funding decisions are being made or when a meeting is closed as authorized under federal, state, or local law.

4) Minutes.

Minutes of all Committee meetings will be recorded and distributed to all members.

5) Protocol.

Meetings shall be conducted according to the latest edition of Roberts Rules of Order, Newly Revised.

6) Voting.

Not Applicable.

(vi) Coordinated System Committee Responsibilities.

- Develop and guide Coordinated Entry implementation, operations, and processes.
- Set CoC-wide goals for Coordinated Entry.
- Examine strengths/weaknesses and monitor goals.
- Review and revise policies related to Coordinated Entry and partner connections.
- Develop a recruitment plan for broadening the partners engaged in Coordinated Entry.
- Review/monitor system performance.
- Communicate progress to CoC Board.

- Subcommittees may include: By-Name List, Subpopulations, Case Management.

(d) HMIS Committee

(i) Purpose.

Act in an oversight and recommendation capacity for the Howard County CoC's Homeless Management Information System(HMIS).

(ii) Composition of HMIS Committee.

Not Applicable.

(iii) Membership.

1) Qualification of HMIS Committee Members/Becoming a Member.

Coalition Members (Agency/Organization or Individual), including persons who are currently or formally homeless, are eligible to attend the HMIS Committee. Additionally, agency representatives who are designated HMIS Point Persons, HMIS end-users, and others interested in the ongoing management and implementation of the HMIS system may attend.

2) Terms of Membership.

Not Applicable.

3) Officers, Electing Officers, Terms of Officers, Responsibilities of Officers.

Not Applicable. The HMIS Committee shall be led and staffed by the HMIS Lead Agency.

4) Committee Member Responsibility.

- Arrive at meetings on time prepared for discussion, bringing printed copies of any material distributed in advance of the meeting.
- Follow through with all commitments, or assignments they agree to as part of or on behalf of the Committee.

5) Resignation/Removal.

Not Applicable.

(iv) Meetings.

1) Frequency.

At a minimum, the HMIS Committee will meet four months out of the year, generally on January, April, July and October. These are the months of both the Coalition Meeting and CoC Board Meetings.

2) Open Meetings Law.

Meetings are subject to the Open Meetings Act. This requires that 1) meetings must be open to the public; 2) notice of meetings must be provided, and 3) written minutes of meetings must be prepared, and maintained for a minimum of one year.

3) Open to the Public.

All meetings of the Committee are open to the public, except when funding decisions are being made or when a meeting is closed as authorized under federal, state, or local law.

4) Minutes.

Minutes of all Committee meetings will be recorded and distributed to all members.

5) Protocol.

Meetings shall be conducted according to the latest edition of Roberts Rules of Order, Newly Revised.

6) Voting.

Not Applicable.

(v) HMIS Committee Responsibilities.

- Review and revise policies related to HMIS data privacy, security, standards, quality, timeliness

- Review reports submitted to HUD
 - Analyze data on homelessness from HMIS
 - Perform the annual Point-in-Time survey and Housing Inventory Count
 - Review/monitor system performance
 - Communicate progress to CoC Board
- Subcommittees may include: Quality Assurance Committee, Data Management

(e) Ad-Hoc Committees

- The CoC Board may appoint committees to address special initiatives, events, nominations, statewide activities
- Committees may appoint sub-committees to accomplish specific goals aligned with the purpose of the Committee.

Article IV. Amendments to the Operating Procedures

- Any proposed amendments to these Operating Procedures must be presented in writing at the CoC Board meeting.
- The vote on the proposed amendment will be taken at the following CoC Board meeting.
- A 2/3 vote is required to pass the amendment.
- The proposed amendment to the Governance Charter will become effective immediately after the close of the meeting at which the amendment is adopted.

This Governance Charter has been voted on with:

_____ Votes “in-favor” and _____ Votes “not in favor.”

This Governance Charter has been adopted by the Howard County CoC on the following date:

Date

Date to be Reviewed – 5 years from Date Approved

Article V. Attachments – to be incorporated upon Adoption

Section 5.01 Continuum of Care Policies and Procedures

Section 5.02 HMIS Policies and Procedures

Section 5.03 Coordinated Entry Policies and Procedures

Section 5.04 Definitions

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